



FIREARMS AND AMMUNITION PROCEDURES

Operations Order

5.8.03

PHOENIX POLICE DEPARTMENT

Rev. 02/28/25

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1. Refer to [Operations Order 5.8.00, Evidence, Impounding, and Property](#) for general/universal evidence and property impound and documentation procedures.
2. **FIREARMS**
 - A. Firearms which may require an analysis should be minimally handled while wearing gloves and a face mask to preserve possible DNA/latent print evidence.
 - B. **All** firearms will be unloaded before being impounded.
 - C. Prior to impounding any firearm, employees will conduct a records check on the firearm through Centrally Linked Information for Public Safety (CLIPS).
 - The results of the National Crime Information Center (NCIC) check will be noted in the IR Evidence section and string ID Tag.
 - If CLIPS is inoperative at the time of impound, it will be noted in the IR Evidence section.
 - D. Prior to packaging, a string ID Tag will be attached to all firearms being impounded, looped through the trigger guard, and will include the following:
 - The impounding officer's/crime scene specialist's serial number
 - NCIC check
 - Serial number of the firearm
 - Barcode and IR number
 - Description of the firearm
 - Two officers'/crime scene specialists' signatures and serial numbers verifying an unloaded status
 - E. The firearm will be rendered non-fireable by using a zip tie.

NOTE: **DO NOT** put the zip tie through the barrel of the firearm or the cylinder of a revolver (for more information on proper zip tie placement, refer to the [Crime Gun Intelligence Unit's PolicePoint](#) site).
 - F. Firearms will be removed from gun cases or holsters, and the case and/or holster will be impounded in separate packaging and entered as a separate item.
 - G. All black powder weapons and firearms that cannot be unloaded will be taken to the Training Bureau range.
 - During normal range hours, employees will contact range staff who will make the firearm safe for impounding following normal procedures.
 - During the hours the range is not in use, employees will impound the firearms at the Bomb Squad's explosive bunkers in the "Gun" lockers (see [Operations Order 5.8.00, Section 1.G](#) for information on impounding at the explosive bunkers).
 - H. Employees who are unfamiliar with the unloading procedures of any unusual firearm will request the assistance of a Firearms instructor before handling the firearm.
 - I. If an employee completes an IR where the suspect used, threatened to use, or might have used a firearm, the firearm involved will be impounded under the *Evidence* "Action."
 - J. Employees impounding a firearm or casings as evidence or for NIBIN analysis should do so at the "620 Basement" impound location as outlined in [Operations Order 5.8.07, Section 1.H](#).
2. K. If a large number of firearms, multiple automatic firearms, or a location where firearms are being fabricated is located during an investigation, please contact the CGIU on-call sergeant for assistance and/or guidance.

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3. AMMUNITION

- A. Ammunition should **not** be removed from the magazine.
- B. If a firearm is also being impounded:
 - Any magazine removed from a firearm shall be placed in a small plastic evidence bag and then placed inside the evidence bag containing the firearm.
 - Any ammunition (cartridge/s and/or casing/s) removed from the chamber/s of the firearm shall be placed in plastic vial/s and then placed inside the evidence bag containing the firearm.
 - The firearm and any magazine/s and ammunition shall be impounded as a single item.

NOTE: When completing the IR/FI Evidence section, only one barcode will be generated for the firearm, and the magazine/s and ammunition will be listed in the "Description" box.

- C. Small amounts of found ammunition that have no apparent owner or evidentiary value will be placed in the designated ammunition destruction container located in each precinct's impound room.
 - An IR or evidence bag is not needed.
 - If ammunition displays signs of deterioration or leakage, it should be impounded at the academy range.

Last Organizational Review: